

## LINE ITEM INSTRUCTIONS FOR THE CONSOLIDATED REPORT OF CONDITION

The line item instructions should be read in conjunction with the Glossary and other sections of these instructions. See the discussion of the Organization of the Instruction Books in the General Instructions.

### SCHEDULE RC - BALANCE SHEET

The form of Schedule RC, Balance Sheet, in the Report of Condition is identical for all banks regardless of size and regardless of the location of the bank's offices. Consequently, certain Schedule RC items related to foreign offices are not applicable to banks with domestic offices only. For banks filing one of the three versions of the Report of Condition for a bank with domestic offices only (FFIEC 032, 033, or 034), Schedule RC includes items 13.b, 13.b.(1), and 13.b.(2) for deposits in foreign offices and item 27, "Cumulative foreign currency translation adjustments." The boxes for these items are shaded and no amounts are to be reported for these items.

### ASSETS

#### Item No.    Caption and Instructions

- 1    Cash and balances due from depository institutions.** On the FFIEC 031, the sum of items 1.a and 1.b must equal Schedule RC-A, item 5, column A, "Total." On the FFIEC 032 and 033, the sum of items 1.a and 1.b must equal Schedule RC-A, item 5, "Total." Schedule RC-A is not applicable to banks filing the FFIEC 034 report forms.

Treatment of reciprocal balances with depository institutions -- Reciprocal balances arise when two depository institutions maintain deposit accounts with each other, i.e., when a reporting bank has both a "due from" and a "due to" balance with another depository institution. Reciprocal balances between the reporting bank and other depository institutions may be reported on a net basis when a right of setoff exists. Net "due from" balances should be reported in items 1.a and 1.b below, as appropriate. Net "due to" balances should be reported as deposit liabilities in Schedule RC, item 13 below. See the Glossary entry for "offsetting" for the conditions that must be met for a right of setoff to exist. See also the Glossary entry for "reciprocal balances."

- 1.a    Noninterest-bearing balances and currency and coin.** Report the total of all noninterest-bearing balances due from depository institutions, currency and coin, cash items in process of collection, and unposted debits. On the FFIEC 031, the components of this item will also be included in the appropriate items of Schedule RC-A, column A. On the FFIEC 032 and 033, the components of this item will also be included in the appropriate items of Schedule RC-A.

For purposes of these reports, deposit accounts "due from" other depository institutions that are overdrawn are to be reported as borrowings in Schedule RC, item 16.a, except overdrawn "due from" accounts arising in connection with checks or drafts drawn by the reporting bank and drawn on, or payable at or through, another depository institution either on a zero-balance account or on an account that is not routinely maintained with sufficient balances to cover checks or drafts drawn in the normal course of business during the

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(cont.)

period until the amount of the checks or drafts is remitted to the other depository institution (in which case, report the funds received or held in connection with such checks or drafts as deposits in Schedule RC-E until the funds are remitted). For further information, refer to the Glossary entry for "overdraft."

Cash items in process of collection include:

(1) Checks or drafts in process of collection that are drawn on another depository institution (or on a Federal Reserve Bank) and that are payable immediately upon presentation in the United States. This includes:

- (a) Checks or drafts drawn on other institutions that have already been forwarded for collection but for which the reporting bank has not yet been given credit ("cash letters").
- (b) Checks or drafts on hand that will be presented for payment or forwarded for collection on the following business day.
- (c) Checks or drafts that have been deposited with the reporting bank's correspondent and for which the reporting bank has already been given credit, but for which the amount credited is not subject to immediate withdrawal ("ledger credit" items).

However, if the reporting bank has been given immediate credit by its correspondent for checks or drafts presented for payment or forwarded for collection and if the funds on deposit are subject to immediate withdrawal, the amount of such checks or drafts is considered part of the reporting bank's balances due from depository institutions.

(2) Government checks drawn on the Treasurer of the United States or any other government agency that are payable immediately upon presentation and that are in process of collection.

(3) Such other items in process of collection that are payable immediately upon presentation and that are customarily cleared or collected as cash items by depository institutions in the United States, such as:

- (a) Redeemed United States savings bonds and food stamps.
- (b) Amounts associated with automated payment arrangements in connection with payroll deposits, federal recurring payments, and other items that are credited to a depositor's account prior to the payment date to ensure that the funds are available on the payment date.
- (c) Federal Reserve deferred account balances until credit has been received in accordance with the appropriate time schedules established by the Federal Reserve Banks. At that time, such balances are considered part of the reporting bank's balances due from depository institutions.
- (d) Checks or drafts drawn on another depository institution that have been deposited in one office of the reporting bank and forwarded for collection to another office of the reporting bank.

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- 1.a**                      (e) Brokers' security drafts and commodity or bill-of-lading drafts payable immediately  
(cont.)                      upon presentation in the U.S. (See the Glossary entries for "broker's security draft" and  
   "commodity or bill-of-lading draft" for the definitions of these terms.)

Exclude from cash items in process of collection:

- (1) Cash items for which the reporting bank has already received credit, provided that the funds on deposit are subject to immediate withdrawal. The amount of such cash items is considered part of the reporting bank's balances due from depository institutions.
- (2) Credit or debit card sales slips in process of collection (report as noncash items in Schedule RC-F, item 4, "Other" assets). However, when the reporting bank has been notified that it has been given credit, the amount of such sales slips is considered part of the reporting bank's balances due from depository institutions.
- (3) Cash items not conforming to the definition of in process of collection, whether or not cleared through Federal Reserve Banks (report in Schedule RC-F, item 4, "Other" assets).
- (4) Commodity or bill-of-lading drafts (including arrival drafts) not yet payable (because the merchandise against which the draft was drawn has not yet arrived), whether or not deposit credit has been given. (If deposit credit has been given, report as loans in the appropriate item of Schedule RC-C, part I; if the drafts were received on a collection basis, they should be excluded entirely from the bank's balance sheet, Schedule RC, until the funds have actually been collected.)

Unposted debits are cash items in the bank's possession, drawn on itself, that are immediately chargeable, but that have not been charged to the general ledger deposit control account at the close of business on the report date. All banks including an amount for unposted debits in this item should also see Schedule RC-O, item 1.a or 1.b, "Unposted debits."

Currency and coin include both U.S. and foreign currency and coin owned and held in all offices of the reporting bank, currency and coin in transit to a Federal Reserve Bank or to any other depository institution for which the reporting bank has not yet received credit, and currency and coin in transit from a Federal Reserve Bank or from any other depository institution for which the reporting bank's account has already been charged. Foreign currency and coin should be converted into U.S. dollar equivalents as of the report date.

Noninterest-bearing balances due from depository institutions include balances due from Federal Reserve Banks (including reserve and other balances), commercial banks in the U.S., other depository institutions in the U.S. (e.g., credit unions, mutual and stock savings banks, savings or building and loan associations, and cooperative banks), Federal Home Loan Banks, banks in foreign countries, and foreign central banks. Noninterest-bearing balances include those noninterest-bearing funds on deposit at other depository institutions for which the reporting bank has already received credit and which are subject to immediate withdrawal. Balances for which the bank has not yet received credit and balances representing checks or drafts for which immediate credit has been given but which are not subject to immediate withdrawal are considered "cash items in process of collection."

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**1.a**        Include as noninterest-bearing balances due from depository institutions:  
(cont.)

- (1) Noninterest-bearing balances due from the reporting bank's correspondents, including amounts that its correspondent is to pass through or already has passed through to a Federal Reserve Bank on behalf of the reporting bank (see the Glossary entry for "pass-through reserve balances" for further discussion).
- (2) Noninterest-bearing balances that reflect deposit credit received by the reporting bank because of credit or debit card sales slips that had been forwarded for collection. (Until credit has been received, report as noncash items in process of collection in Schedule RC-F, item 4, "Other" assets.)
- (3) Amounts that the reporting bank has actually passed through to a Federal Reserve Bank on behalf of its respondent depository institutions (see the Glossary entry for "pass-through reserve balances" for further discussion).

Exclude from noninterest-bearing balances due from depository institutions:

- (1) Deposit accounts "due to" other depository institutions that are overdrawn (report in Schedule RC-C, part I, item 2, "Loans to depository institutions").
- (2) All noninterest-bearing balances that the reporting bank's trust department maintains with other depository institutions.

**1.b**        **Interest-bearing balances.** Report all interest-bearing balances due from depository institutions whether in the form of savings or time balances, including certificates of deposit, but excluding certificates of deposit held for trading. Include balances due from commercial banks in the U.S., other depository institutions in the U.S., Federal Home Loan Banks, banks in foreign countries, and foreign central banks.

On the FFIEC 031, the components of this item will also be included in the appropriate items of Schedule RC-A, column A. On the FFIEC 032 and 033, the components of this item will also be included in the appropriate items of Schedule RC-A.

Exclude from interest-bearing balances:

- (1) Loans to depository institutions (report in Schedule RC-C, part I, item 2).
- (2) All interest-bearing balances that the reporting bank's trust department maintains with other depository institutions.
- (3) Certificates of deposit held for trading (report in Schedule RC, item 5).

**2        Securities:**

**2.a**        **Held-to-maturity securities.** Report the amount from Schedule RC-B, item 7, column A, "Total amortized cost."

**2.b**        **Available-for-sale securities.** Report the amount from Schedule RC-B, item 7, column D, "Total fair value."

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- 3    Federal funds sold and securities purchased under agreements to resell.** Report the dollar amount outstanding of funds lent in the form of:

- (1) Federal funds sold, i.e., immediately available funds lent under agreements or contracts that mature in one business day or roll over under a continuing contract, regardless of the nature of the transaction or the collateral involved (i.e., whether unsecured, secured, or involving a resale agreement in securities, loans, or any other instruments), excluding overnight lending for commercial and industrial purposes. Immediately available funds are funds that the purchasing bank can either use or dispose of on the same business day that the transaction giving rise to the receipt or disposal of the funds is executed. "Federal funds sold" includes securities purchased under agreements to resell that involve the receipt of immediately available funds and mature in one business day or roll over under a continuing contract.
- (2) Security resale agreements that mature in more than one business day, if the agreement requires the bank to resell the identical security purchased or a security that meets the definition of substantially the same in the case of a dollar roll.
- (3) Purchases of participations in pools of securities that mature in more than one business day.

Report federal funds sold and securities purchased under agreements to resell on a gross basis; i.e., do not net them against federal funds purchased and securities sold under agreements to repurchase, except to the extent permitted under FASB Interpretation No. 41.

See the Glossary entries for "federal funds transactions" and "repurchase/resale agreements."

Exclude from federal funds sold and securities purchased under agreements to resell:

- (1) Sales of so-called "term federal funds" (as defined in the Glossary entry for "federal funds transactions") (report in Schedule RC, item 4.a, "Loans and leases, net of unearned income").
- (2) Due bills representing purchases of securities or other assets by the reporting bank that have not yet been delivered and similar instruments, whether collateralized or uncollateralized (report in Schedule RC, item 4.a). See the Glossary entry for "due bills."
- (3) Resale agreements that mature in more than one business day involving assets other than securities (report in Schedule RC, item 4.a, "Loans and leases, net of unearned income").
- (4) So-called yield maintenance dollar repurchase agreements (see the Glossary entry for "repurchase/resale agreements").

**Item No.    Caption and Instructions****4    Loans and lease financing receivables:**

- 4.a    Loans and leases, net of unearned income.** On the FFIEC 034, report the amount from Schedule RC-C, part I, item 11. On the FFIEC 032 and 033, report the amount from Schedule RC-C, part I, item 12. On the FFIEC 031, report the amount from Schedule RC-C, part I, item 12, column A.
- 4.b    LESS: Allowance for loan and lease losses.** Report the allowance for loan and lease losses as determined in accordance with the instructions in the Glossary entry for "allowance for loan and lease losses." On the FFIEC 034, for the report period ending December 31, this item (plus any portions of the allowance for credit losses related to off-balance sheet credit exposures) must equal Report of Income Schedule RI-B, part II, item 6, "Balance end of current period." On the FFIEC 031, 032, and 033, this item (plus any portions of the allowance for credit losses related to off-balance sheet credit exposures) must equal Report of Income Schedule RI-B, part II, item 6, "Balance end of current period."
- 4.c    LESS: Allocated transfer risk reserve.** If the reporting bank is required to establish and maintain an allocated transfer risk reserve as specified in Section 905(a) of the International Lending Supervision Act of 1983, in the agency regulations implementing the Act (Subpart D of Federal Reserve Regulation K, Part 351 of the FDIC's Rules and Regulations, and Part 20 of the Comptroller of the Currency's Regulations), and in any guidelines, letters, or instructions issued by the agencies, report in this item the dollar amount required to be maintained in such a reserve.
- If the reporting bank is not required to establish and maintain an allocated transfer risk reserve, report a zero or the word "none."
- 4.d    Loans and leases, net of unearned income, allowance, and reserve.** Report the amount derived by subtracting items 4.b and 4.c from item 4.a.

- 5    Trading assets.** Banks that (a) regularly underwrite or deal in securities, interest rate contracts, foreign exchange rate contracts, other off-balance sheet commodity and equity contracts, other financial instruments, and other assets for resale, (b) acquire or take positions in such items principally for the purpose of selling in the near term or otherwise with the intent to resell in order to profit from short-term price movements, or (c) acquire or take positions in such items as an accommodation to customers or for other trading purposes shall report in this item the value of such assets or positions on the report date. Assets and other financial instruments held for trading shall be consistently valued at fair value.

Do not include in this item the carrying value of any available-for-sale securities or of any loans or leases that are held for sale. Available-for-sale securities are generally reported in Schedule RC, item 2.b, and in Schedule RC-B, columns C and D. Loans and leases held for sale should be reported in Schedule RC, item 4.a, "Loans and leases, net of unearned income," and in Schedule RC-C (including Memorandum item 5 of part I).

Trading assets include but are not limited to U.S. Treasury securities, U.S. Government agency obligations, securities issued by states and political subdivisions in the U.S., other bonds, notes, and debentures, certificates of deposit, commercial paper, and bankers acceptances. Trading assets also include the amount of revaluation gains (i.e., assets) from the "marking to market" of interest rate, foreign exchange rate, and other off-balance sheet commodity and equity contracts held for trading purposes. Revaluation gains and

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- 5** (cont.) losses (i.e., assets and liabilities) from the "marking to market" of the reporting bank's interest rate, foreign exchange rate, and other off-balance sheet commodity and equity contracts with the same counterparty that meet the criteria for a valid right of setoff contained in FASB Interpretation No. 39 (e.g., those contracts subject to a qualifying master netting agreement) may be reported on a net basis using this item and Schedule RC, item 15.b, "Trading liabilities," as appropriate. (See the Glossary entry for "offsetting.")

For those banks filing the FFIEC 031 or 032 that must complete Schedule RC-D, this item must equal Schedule RC-D, item 12, "Total trading assets."

- 6** **Premises and fixed assets.** Report the book value, less accumulated depreciation or amortization, of all premises, equipment, furniture and fixtures purchased directly or acquired by means of a capital lease. Any method of depreciation or amortization conforming to accounting principles that are generally acceptable for financial reporting purposes may be used. However, depreciation for premises and fixed assets may be based on a method used for federal income tax purposes if the results would not be materially different from depreciation based on the asset's estimated useful life.

Do not deduct mortgages or other liens on such property (report in Schedule RC, item 16, "Other borrowed money").

Include as premises and fixed assets:

- (1) Premises that are actually owned and occupied (or to be occupied, if under construction) by the bank, its branches, or its consolidated subsidiaries.
- (2) Leasehold improvements, vaults, and fixed machinery and equipment.
- (3) Remodeling costs to existing premises.
- (4) Real estate acquired and intended to be used for future expansion.
- (5) Parking lots that are used by customers or employees of the bank, its branches, and its consolidated subsidiaries.
- (6) Furniture, fixtures, and movable equipment of the bank, its branches, and its consolidated subsidiaries.
- (7) Automobiles, airplanes, and other vehicles owned by the bank and used in the conduct of its business.
- (8) The amount of capital lease property (with the bank as lessee): premises, furniture, fixtures, and equipment. See the discussion of accounting with bank as lessee in the Glossary entry for "lease accounting."
- (9) Stocks and bonds issued by nonmajority-owned corporations whose principal activity is the ownership of land, buildings, equipment, furniture, or fixtures occupied or used (or to be occupied or used) by the bank, its branches, or its consolidated subsidiaries.

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**6**    Exclude from premises and fixed assets:  
(cont.)

(1) Original paintings, antiques, and similar valuable objects (report in Schedule RC-F, item 4, "Other" assets).

(2) Favorable leasehold rights (report in Schedule RC, item 10, "Intangible assets").

**7**    **Other real estate owned.** Report the total amount of other real estate owned from Schedule RC-M, item 8.a.(3). For further information on other real estate owned, see the instruction to Schedule RC-M, item 8.a, and the Glossary entry for "foreclosed assets."

**8**    **Investments in unconsolidated subsidiaries and associated companies.** Report the total amount of the bank's investments in unconsolidated subsidiaries and associated companies from Schedule RC-M, item 8.b.(3). For further information on unconsolidated subsidiaries and associated companies, see the instruction to Schedule RC-M, item 8.b.

**9**    **Customers' liability to this bank on acceptances outstanding.** Report the full amount (with the exceptions noted below) of customers' liability to the reporting bank on drafts and bills of exchange that have been accepted by the reporting bank, or by others for its account, and are outstanding.

The amount of customers' liability to the reporting bank on its acceptances that have not yet matured should be reduced only when: (1) the customer anticipates its liability to the reporting bank on an outstanding acceptance by making a payment to the bank in advance of the acceptance's maturity that immediately reduces the customer's indebtedness to the bank on such an acceptance; or (2) the reporting bank acquires and holds its own acceptance. See the Glossary entry for "bankers acceptances" for further information.

**10**    **Intangible assets.** Report the total amount of intangible assets from Schedule RC-M, item 6.d. For further information on intangible assets, see the instruction to Schedule RC-M, item 6.

**11**    **Other assets.** Report the amount from Schedule RC-F, item 5, "Total."

FFIEC 031,  
FFIEC 034 032, and 033

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<b>12.a</b>	<b>12</b>	<b><u>Total assets.</u></b> Report the sum of items 1 through 11. On the FFIEC 031, 032, and 033, this item must equal Schedule RC, item 29, "Total liabilities, limited-life preferred stock, and equity capital."
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<b>12.b</b>	<b>-</b>	<b><u>Losses deferred pursuant to 12 U.S.C. 1823(j).</u></b> Report the unamortized amount of agricultural loan losses that the bank has deferred pursuant to 12 U.S.C. 1823(j). The amount reported in this item must equal Schedule RC, item 28.b.
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<b>12.c</b>	<b>-</b>	<b><u>Total assets and losses deferred pursuant to 12 U.S.C. 1823(j).</u></b> Report the sum of items 12.a and 12.b. This item must equal item 29, "Total liabilities, limited-life preferred stock, equity capital, and losses deferred pursuant to 12 U.S.C. 1823(j)."
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## LIABILITIES

### Item No.    Caption and Instructions

**13**        **Deposits:** (For a discussion of noninterest-bearing and interest-bearing deposits, see the Glossary entry for "deposits.")

**13.a**        **In domestic offices.** On the FFIEC 032, 033, and 034, report the total of all deposits in the reporting bank. On the FFIEC 031, report the total of all deposits in domestic offices of the reporting bank. On the FFIEC 034, this item must equal the sum of Schedule RC-E, item 8, columns A and C. On the FFIEC 031, 032, and 033, this item must equal the sum of Schedule RC-E, (part I), item 9, columns A and C.

This item must also equal the sum of items 13.a.(1) and 13.a.(2) below.

**13.a.(1)**    **Noninterest-bearing.** On the FFIEC 032, 033, and 034, report the total of all noninterest-bearing deposits included in Schedule RC-E, Deposit Liabilities. On the FFIEC 031, report the total of all noninterest-bearing deposits in domestic offices included in Schedule RC-E, part I, Deposits in Domestic Offices. Noninterest-bearing deposits include total demand deposits and noninterest-bearing time and savings deposits.

**13.a.(2)**    **Interest-bearing.** On the FFIEC 032, 033, and 034, report the total of all interest-bearing deposits included in Schedule RC-E, Deposit Liabilities. On the FFIEC 031, report the total of all interest-bearing deposits in domestic offices included in Schedule RC-E, part I, Deposits in Domestic Offices.

**13.b**        **In foreign offices, Edge and Agreement subsidiaries, and IBFs.** Item 13.b does not apply to banks with domestic offices only that file the FFIEC 032, 033, and 034.

On the FFIEC 031, report the total of all deposits in foreign offices, Edge and Agreement subsidiaries, and IBFs. This item must equal the amount reported in Schedule RC-E, part II, item 7, "Total." This item must also equal the sum of items 13.b.(1) and 13.b.(2) below.

**13.b.(1)**    **Noninterest-bearing.** Item 13.b.(1) does not apply to banks with domestic offices only that file the FFIEC 032, 033, and 034.

On the FFIEC 031, report the total of all noninterest-bearing deposits in foreign offices reported in Schedule RC-E, part II, Deposits in Foreign Offices.

**13.b.(2)**    **Interest-bearing.** Item 13.b.(2) does not apply to banks with domestic offices only that file the FFIEC 032, 033, and 034.

On the FFIEC 031, report the total of all interest-bearing deposits in foreign offices reported in Schedule RC-E, part II, Deposits in Foreign Offices.

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**14        Federal funds purchased and securities sold under agreements to repurchase.** Report the dollar amount outstanding of funds borrowed in the form of:

- (1) Federal funds purchased, i.e., immediately available funds borrowed under agreements or contracts that mature in one business day or roll over under a continuing contract, regardless of the nature of the transaction or the collateral involved (i.e., whether unsecured, secured, or involving a repurchase agreement in securities, loans, or any other instruments). Immediately available funds are funds that the purchasing bank can either use or dispose of on the same business day that the transaction giving rise to the receipt or disposal of the funds is executed. "Federal funds purchased" includes securities sold under agreements to repurchase that involve the receipt of immediately available funds and mature in one business day or roll over under a continuing contract.
- (2) Security repurchase agreements that mature in more than one business day, if the agreement requires the bank to repurchase the identical security sold or a security that meets the definition of substantially the same in the case of a dollar roll.
- (3) Sales of participations in pools of securities that mature in more than one business day.

Report federal funds purchased and securities sold under agreements to repurchase on a gross basis; i.e., do not net them against federal funds sold and securities purchased under agreements to resell, except to the extent permitted under FASB Interpretation No. 41.

See the Glossary entries for "federal funds transactions" and "repurchase/resale agreements."

Exclude from federal funds purchased:

- (1) Purchases of so-called "term federal funds" (as defined in the Glossary entry for "federal funds transactions") (report in Schedule RC, item 16, "Other borrowed money").
- (2) Due bills created representing the bank's receipt of payment and similar instruments, whether collateralized or uncollateralized (report in Schedule RC, item 16, "Other borrowed money"). See the Glossary entry for "due bills."
- (3) Borrowings from a Federal Reserve Bank other than in the form of a security repurchase agreement (report in Schedule RC, item 16).
- (4) Repurchase agreements that mature in more than one business day involving assets other than securities (report in Schedule RC, item 16).
- (5) So-called yield maintenance dollar repurchase agreements (see the Glossary entry for "repurchase/resale agreements").

**15.a        Demand notes issued to the U.S. Treasury.** Report the dollar amount outstanding of all interest-bearing demand notes issued by the bank to the U.S. Treasury. If the bank participates in the Treasury Tax and Loan note program, funds received for credit to the U.S. Government are demand deposits on the day received and become note balances on the following business day.

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- 15.b    Trading liabilities.** Report the amount of liabilities from the reporting bank's trading activities. Include liabilities resulting from sales of assets that the reporting bank does not own (see the Glossary entry for "short position") and revaluation losses from the "marking to market" of interest rate, foreign exchange rate, and other off-balance sheet commodity and equity contracts into which the reporting bank has entered for trading, dealer, customer accommodation, and similar purposes. For those banks that must complete Schedule RC-D, Trading Assets and Liabilities, on the FFIEC 031 and 032, the amount reported in this item must equal Schedule RC-D, item 15.
- 16    Other borrowed money.** Report in the appropriate subitem by remaining maturity the amount borrowed by the consolidated bank:
- (1) on its promissory notes;
  - (2) on notes and bills rediscounted (including commodity drafts rediscounted);
  - (3) on loans sold under repurchase agreements that mature in more than one business day and sales of participations in pools of loans that mature in more than one business day;
  - (4) by transferring financial assets in exchange for cash or other consideration (other than beneficial interests in the transferred assets) in transactions that do not satisfy the criteria for sale treatment under FASB Statement No. 125 (see the Glossary entry for "transfers of financial assets" for further information);
  - (5) by the creation of due bills representing the bank's receipt of payment and similar instruments, whether collateralized or uncollateralized (see the Glossary entry for "due bills");
  - (6) from Federal Reserve Banks and Federal Home Loan Banks;
  - (7) by overdrawing "due from" balances with depository institutions, except overdrafts arising in connection with checks or drafts drawn by the reporting bank and drawn on, or payable at or through, another depository institution either on a zero-balance account or on an account that is not routinely maintained with sufficient balances to cover checks or drafts drawn in the normal course of business during the period until the amount of the checks or drafts is remitted to the other depository institution (in which case, report the funds received or held in connection with such checks or drafts as deposits in Schedule RC-E until the funds are remitted);
  - (8) on purchases of so-called "term federal funds" (as defined in the Glossary entry for "federal funds transactions");
  - (9) on notes and debentures issued by consolidated subsidiaries of the reporting bank;
  - (10) through mortgages, liens, or other encumbrances on bank premises and other real estate owned and obligations under capitalized leases; and
  - (11) on any other obligation for the purpose of borrowing money not reported elsewhere.

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(cont.)      Also include any borrowings by an Employee Stock Ownership Plan (ESOP) that the reporting bank must report as a borrowing on its own balance sheet in accordance with generally accepted accounting principles. For further information, see AICPA Statement of Position 93-6, "Employers' Accounting for Employee Stock Ownership Plans."
- Exclude from other borrowed money:
- (1) federal funds purchased and securities sold under agreements to repurchase (report in Schedule RC, item 14);
  - (2) liability for short positions (report in Schedule RC, item 15.b);
  - (3) subordinated notes and debentures (report in Schedule RC, item 19).
- Remaining maturity is the amount of time remaining from the report date until the final contractual maturity of a borrowing without regard to the borrowing's repayment schedule, if any.
- For banks filing the FFIEC 031, for a discussion of borrowings in foreign offices, see the Glossary entry for "borrowings and deposits in foreign offices."
- 16.a**      **With a remaining maturity of one year or less.** Report the total amount of the reporting bank's "Other borrowed money" with a remaining maturity of one year or less. Include in this item those overdrawn "due from" balances with depository institutions that are reportable as "Other borrowed money," as described in the instructions to Schedule RC, item 16, above.
- 16.b**      **With a remaining maturity of more than one year through three years.** Report the total amount of the reporting bank's "Other borrowed money" with a remaining maturity of more than one year through three years.
- 16.c**      **With a remaining maturity of more than three years.** Report the total amount of the reporting bank's "Other borrowed money" with a remaining maturity of more than three years.
- 17**      Not applicable.
- 18**      **Bank's liability on acceptances executed and outstanding.** Report the full amount (except as noted below) of the liability represented by drafts and bills of exchange that have been accepted by the reporting bank, or by others for its account, and that are outstanding.
- The bank's liability on acceptances executed and outstanding should be reduced prior to the maturity of such acceptances only when the reporting bank acquires and holds its own acceptances, i.e., only when the acceptances are not outstanding. See the Glossary entry for "bankers acceptances" for further information.
- 19**      **Subordinated notes and debentures.** Report the amount of subordinated notes and debentures (including mandatory convertible debt) (see the Glossary entry for "subordinated notes and debentures"). Also include the amount of outstanding limited-life preferred stock including any amounts received in excess of its par or stated value. (See the Glossary entry for "preferred stock" for the definition of limited-life preferred stock.)

**Item No.**    **Caption and Instructions**

- 20**        **Other liabilities.** Report the amount from Schedule RC-G, item 5, "Total."
- 21**        **Total liabilities.** Report the sum of items 13 through 20.
- 22**        Not applicable.

## EQUITY CAPITAL

### Item No.    Caption and Instructions

- 23**        **Perpetual preferred stock and related surplus.** Report the amount of perpetual preferred stock issued, including any amounts received in excess of its par or stated value. (See the Glossary entry for "preferred stock" for the definition of perpetual preferred stock.)
- 24**        **Common stock.** Report the aggregate par or stated value of common stock issued.
- 25**        **Surplus.** Report the net amount formally transferred to the surplus account, including capital contributions, adjustments arising from treasury stock transactions, and any amount received for common stock in excess of its par or stated value on or before the report date.

Do not include any portion of the proceeds received from the sale of preferred stock in excess of its par or stated value (report in Schedule RC, item 22 or 23, as appropriate).

- 26.a**       **Undivided profits and capital reserves.** Report the amount of undivided profits and capital reserves. For purposes of these reports, undivided profits and capital reserves should be reported net of the carrying value of any treasury stock and net of the carrying value of any unearned Employee Stock Ownership Plan (ESOP) shares. The amount of the undivided profits and capital reserves should reflect the transfer of net income, declaration of dividends, transfers to surplus, and any other appropriate entries. (For further information, see the Glossary entry for "treasury stock" and AICPA Statement of Position 93-6, "Employers' Accounting for Employee Stock Ownership Plans.")

Adjustments of accruals and other accounting estimates made shortly after the report date which relate to the income and expenses of the year-to-date period ended as of the report date must be reported in the appropriate items of Schedule RI, Income Statement, for that year-to-date period.

Capital reserves are segregations of undivided profits and are not to be reported as liability accounts or as reductions of asset balances. Capital reserves may be established for such purposes as:

- (1) Reserve for undeclared stock dividends -- includes amounts set aside to provide for stock dividends (not cash dividends) not yet declared.
- (2) Reserve for undeclared cash dividends -- includes amounts set aside for cash dividends on common and preferred stock not yet declared. (Cash dividends declared but not yet payable should be included in Schedule RC-G, item 4, "Other" liabilities.)
- (3) Retirement account (for limited-life preferred stock or subordinated notes and debentures) -- includes amounts allocated under the plan for retirement of limited-life preferred stock or subordinated notes and debentures contained in the bank's articles of association or in the agreement under which such stock or notes and debentures were issued.
- (4) Reserve for contingencies -- includes amounts set aside for possible unforeseen or indeterminate liabilities not otherwise reflected on the bank's books and not covered by insurance. This reserve may include, for example, reserves set up to provide for

**Item No.      Caption and Instructions**

**26.a**              possible losses which the bank may sustain because of lawsuits, the deductible  
(cont.)              amount under the bank's blanket bond, defaults on obligations for which the bank is  
contingently liable, or other claims against the bank. A reserve for contingencies represents a  
segregation of undivided profits. It should not include any element of known losses or of any  
probable losses the amount of which can be estimated with reasonable accuracy (see the  
Glossary entry for "loss contingencies" for additional information).

Exclude from undivided profits and capital reserves:

- (1) Any portion of the proceeds received from the sale of common stock in excess of its par or stated value (report in Schedule RC, item 25) except where required by state law or regulation.
- (2) Any portion of the proceeds received from the sale of preferred stock in excess of its par or stated value (report in Schedule RC, item 22 or 23, as appropriate).
- (3) "Reserves" that reduce the related asset balances such as valuation allowances (e.g., allowance for loan and lease losses), reserves for depreciation, and reserves for bond premiums.

**26.b**              **Net unrealized holding gains (losses) on available-for-sale securities.** Report the difference between the amortized cost and the fair value of the reporting bank's available-for-sale securities, net of tax effects, as of the report date.<sup>1</sup> For most banks, all "securities," as that term is defined in FASB Statement No. 115, that are designated as "available-for-sale" will be reported as "Available-for-sale securities" in Schedule RC, item 2.b, and in Schedule RC-B, columns C and D. However, a bank may have certain assets that fall within the definition of "securities" in FASB Statement No. 115 (e.g., nonrated industrial development obligations) that the bank has designated as "available-for-sale" which are reported for purposes of the Report of Condition in a balance sheet category other than "Securities" (e.g., "Loans and lease financing receivables"). These "available-for-sale" assets must be carried on the Report of Condition balance sheet at fair value rather than amortized cost and the difference between these two amounts, net of tax effects, must be included in this item.

Also include in this item the unamortized amount of the unrealized holding gain or loss at the date of transfer of any debt security transferred into the held-to-maturity category from the available-for-sale category. When a debt security is transferred from available-for-sale

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<sup>1</sup> For example, if the fair value of the reporting bank's available-for-sale securities exceeds the amortized cost of its available-for-sale securities by \$100,000 (and the bank has had no other transactions affecting the "net unrealized holding gains (losses)" account), the amount to be reported in Schedule RC, item 26.b, must be reduced by the estimated amount of taxes using the bank's applicable tax rate (federal, state and local). (See the Glossary entry for "income taxes" for a discussion of "applicable tax rate.") If the bank's applicable tax rate (federal, state and local) is 40% and the tax basis of its available-for-sale securities approximates their amortized cost, the bank would report "net unrealized holding gains" of \$60,000 [ $\$100,000 - (40\% \times \$100,000)$ ] in Schedule RC, item 26.b. The bank would also have a deferred tax liability of \$40,000 which would enter into the determination of the amount of net deferred tax assets or liabilities to report in Schedule RC-F, item 2, or Schedule RC-G, item 2.

**Item No.    Caption and Instructions**

- 26.b**      to held-to-maturity, the unrealized holding gain or loss at the date of transfer continues to  
(cont.)      be reported in this equity capital account, but must be amortized over the remaining life of the  
security as an adjustment of yield in a manner consistent with the amortization of any premium or  
discount.
- 27**      **Cumulative foreign currency translation adjustments.** Item 27 does not apply to banks with  
domestic offices only. On the FFIEC 031, report in this item the sum of the bank's foreign  
currency translation adjustments accumulated in accordance with FASB Statement No. 52. A net  
debit balance should be reported in parentheses. See the Glossary entry for "foreign currency  
transactions and translation" for further information.

FFIEC  
031, 032,  
FFIEC 034 and 033

**Item No.    Item No.    Caption and Instructions**

- 28.a**      **28**      **Total equity capital.** Report the sum of items 23 through 27. On the FFIEC 034, for  
the report period ending December 31, this item must equal Report of Income  
Schedule RI-A, item 13, "Equity capital end of current period." On the FFIEC 032 and  
033, this item must equal Report of Income Schedule RI-A, item 13, "Equity capital  
end of current period." On the FFIEC 031, this item must equal Report of Income  
Schedule RI-A, item 14, "Equity capital end of current period."
- 28.b**      -      **Losses deferred pursuant to 12 U.S.C. 1823(j).** Report the unamortized amount of  
agricultural loan losses that the bank has deferred pursuant to 12 U.S.C. 1823(j). The  
amount reported in this item must equal Schedule RC, item 12.b.
- 28.c**      -      **Total equity capital and losses deferred pursuant to 12 U.S.C. 1823(j).** Report the  
sum of items 28.a and 28.b.
- 29**      -      **Total liabilities, equity capital, and losses deferred pursuant to 12 U.S.C. 1823(j).**  
Report the sum of items 21 and 28.c. This item must equal Schedule RC, item 12.c,  
"Total assets and losses deferred pursuant to 12 U.S.C. 1823(j)."
- **29**      **Total liabilities and equity capital.** Report the sum of items 21 and 28. This item  
must equal Schedule RC, item 12, "Total assets."



**Memorandum****Item No.    Caption and Instructions**

- 1    Indicate in the box at the right the number of the statement below that best describes the most comprehensive level of auditing work performed for the bank by independent external auditors as of any date during the preceding calendar year.** *(To be reported only with the March Report of Condition.)* Report the number of the statement listed on the report form that, in the bank's judgment, best describes the most comprehensive level of auditing work performed by any independent external auditors during the preceding calendar year.

The term "any date during the preceding calendar year" refers to the date of the balance sheet and income statement reported on by the auditor (or the date as of which certain agreed-upon procedures were applied to selected records and transactions by the auditor) regardless of the actual date of the commencement of the auditing work (audit, directors' examination, review, compilation, or specific procedures) and regardless of the date of the report submitted by the auditor.

Exclude from "auditing work performed" any tax or consulting work regardless of whether it was performed by an independent certified public accounting firm or others.

The list of possible external auditing work is structured with the "most comprehensive level," an audit of the bank, as number 1 and the other levels of auditing work in descending order so that "no external audit work" is number 8.

Banks may be assisted in determining the level of auditing work performed by reviewing the type of report received from the auditor:

- (a) If the bank or parent holding company has external auditing work performed by a certified public accounting firm and the report of the auditor:

Begins	"We have examined . . ." <u>or</u>
	"We have audited . . ."
and	

The final paragraph begins	"In our opinion, the financial statements referred to above . . ."
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the bank would respond to this item with a "1" if the financial statements described in the first sentence of the first paragraph of the report are those of the bank or with a "2" if the financial statements are those of the parent holding company.

- (b) If the report submitted by the auditor:

Begins	"We have applied certain procedures to selected records and transactions . . .,"
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The second paragraph includes	"We do not express an opinion, . . ."
and	

The next to last paragraph states	"Had we performed additional procedures . . . other matters may have come to our attention . . ."
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**Memorandum****Item No.    Caption and Instructions****1**  
(cont.)

the bank would respond with:

- (i) a "3" if this auditing work was performed by a certified public accounting firm for the Board of Directors as a directors' examination;
- (ii) a "4" if this auditing work was performed by any other firm (e.g., a consulting firm, another banking organization) for the Board of Directors as a directors' examination; or
- (iii) a "7" if management otherwise engaged the auditor to perform specified auditing work (excluding tax or consulting work) but this auditing work did not constitute a directors' examination.

(c) If the report submitted by the auditor:

Begins "We have reviewed . . . ,"

The second paragraph states "A review consists principally of inquiries . . . ,"

and

The final paragraph begins "Based on our review . . ."

the bank would respond with a "5" in the box to the right.

(d) If the report submitted by the auditor:

Begins "We have compiled . . ."

and

The second paragraph begins "A compilation is limited to presenting . . ."

the bank would respond with a "6" in the box to the right.

An "independent external auditor" is an auditor who at no time during the year:

- (1) was an employee of the bank;
- (2) performed the bank's bookkeeping or maintained the bank's accounting records;
- (3) was dependent on the bank for his livelihood nor was the bank such a significant client that the loss of that client would jeopardize his livelihood; nor
- (4) held the bank's securities or was indebted to the bank beyond those types of loans permitted under applicable professional standards.